



OFFICE OF THE CITY AUDITOR COLORADO SPRINGS, COLORADO

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20-32 City of Colorado Springs Fire Department Sick Leave Utilization Historical Trends

November 2020

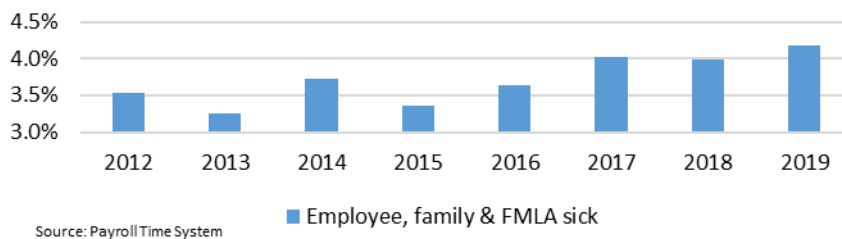
Purpose

The purpose of this audit was to obtain historical time reporting data for sworn fire staff and document sick time utilization to identify any trends for review by the Colorado Springs Fire Department (CSFD). This audit was requested by CSFD.

Highlights

We conclude that overall, sick time usage had trended upward in the last several years. Utilization of paid sick leave had increased in some ranks more than others. The historical trended data by rank is shown on page two of this report. The detailed data was provided to Colorado Springs Fire Department Administration for their review and follow up, as considered necessary. Our review did not extend to analyzing the causes for trends noted.

CSFD Sworn Sick as % of Total CSFD Sworn Time



We obtained all sworn fire employees' time charged to the City's payroll system, including sick time charged from 2012 to 2019. During this eight year period, the total time charged to all payroll time codes for time worked and various paid leave codes was approximately 10.9 million hours.

Overall, sick time usage for the period of review was between 3.26% and 4.17% of all time charged during the period. Generally, we noted an overall increase in sick time utilization since 2015.

The CSFD operated 22 fire stations located in Colorado Springs. CSFD responded to fires and emergency situations. Fire stations were staffed 24 hours a day, seven days a week. Most fire personnel worked 24 hour shifts, with 2,912 hours of duty hours worked annually. Fire personnel were required to work additional overtime hours, if needed, to cover absences and meet minimum fire station staffing requirements.

Per policy, the first three 24 hour shifts related to an injury were charged to sick time. Any additional injury related time was charged to workers' compensation. Trending of injury incidents and their possible contribution to increase in sick time was not included in this review.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing, a part of the Professional Practices Framework promulgated by the Institute of Internal Auditors.

City Council's Office of the City Auditor

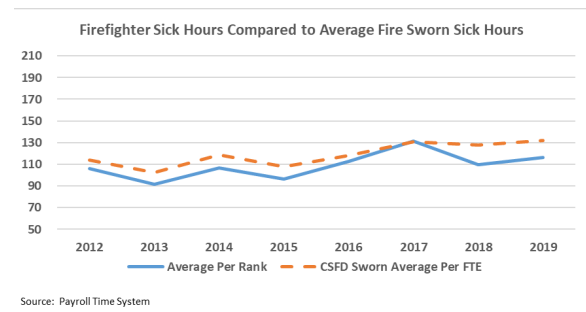
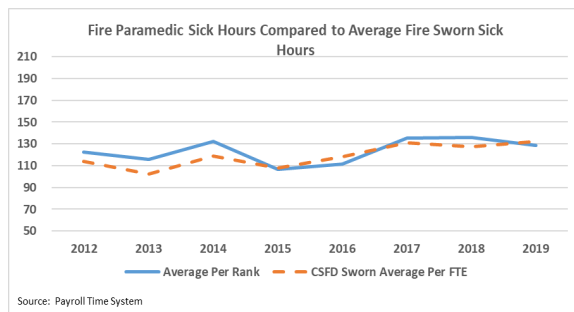
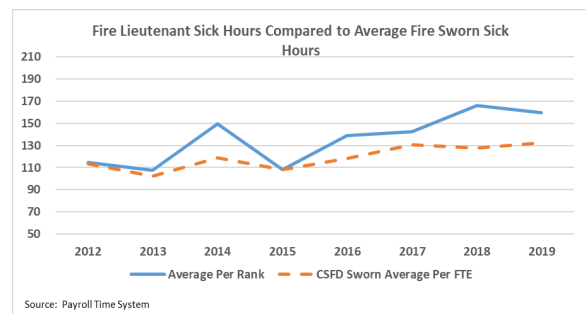
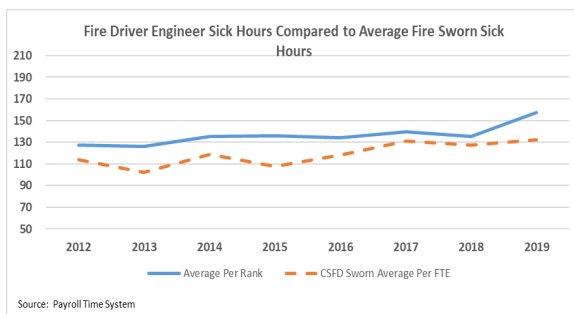
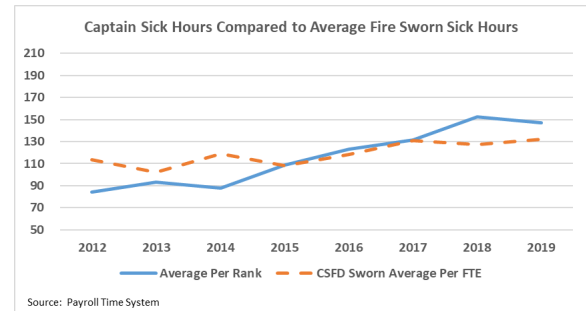
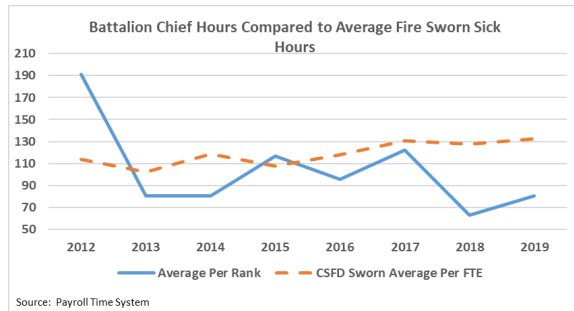
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20-32 CITY OF COLORADO SPRINGS FIRE DEPARTMENT SICK LEAVE UTILIZATION HISTORICAL TRENDS

Charts show the average annual sick time usage per full time equivalent (FTE) by rank. Data is informational and provided to Fire management for review and monitoring.



The following table includes the FTE staff for the years reviewed. FTE's were used in the average sick time usage by rank calculation.

	2012	2013	2014	2015	2016	2017	2018	2019
Battalion Chief	11	11	11	11	14	14	14	14
Fire Captain	26	27	28	28	30	30	30	30
Fire Chief & Deputy Chief	3	3	3	3	3	3	3	3
Fire Driver Engineer	87	88	85	84	83	88	91	91
Fire Lieutenant	69	69	70	71	69	74	78	78
Fire Paramedic	73	70	70	72	69	63	66	72
Fire Trainee	7	14	10	5	11	14	9	10
Firefighter	128	138	143	144	143	149	151	146
Total	404	420	420	418	422	435	442	444

Source: Provided by City Information Technology—represents rounded average of all quarters in year